

<p style="text-align: center;">SAMPLE LETTER OF REPRIMAND</p>
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[NOTE: All Letters affecting Disciplinary Actions are to be reviewed by an Employee Relations Specialist in the Personnel Office prior to issuance. See instructions in Chapter 2 regarding supervisory-maintained personnel records.]

To: Employee Name, Title

From: Supervisor Name, Title

Subject: Letter of Reprimand

This is an official letter of reprimand for failing to follow refuge policy concerning the requirement to control dogs and other pets on refuge grounds.

On July 3, 199__, at approximately 5:00 p.m., you were observed by Refuge Manager Mary Miller, and Volunteer Steve Smith on refuge grounds, in the south area of the shop with your 2 dogs, neither one of which was on a leash. On July 4, when I asked you about this incident, you responded that you did not think you would get caught.

Refuge Manual, 5 RM 4.5 specifies that dogs and cats will not be kept on refuges if permitted to roam uncontrolled. Dogs must be confined to a yard or trained to stay in the immediate vicinity of the residence. General refuge regulations, which apply to the public as well as to employees, state that dogs and other pets must be on a leash, except when directly involved in authorized hunting activities.

In deciding to issue this reprimand, I have considered the fact that (1) I reminded you during the first week of June 199__ of the regulatory restrictions concerning the control of dogs and other pets on the refuge (This was in response to a previous report that your dog had been seen in an unauthorized area of the refuge without a leash), and (2) you are a refuge law enforcement officer and are expected to be aware of all refuge regulations, and to enforce and to comply with those regulations.

(Include any action to be taken by the employee to prevent a recurrence of the infraction and further disciplinary action, and action to be taken by the supervisor to assist the employee). You are cautioned that any future misconduct of this nature or other misconduct, may result in more severe disciplinary action, or removal from your position.

November 2001

If you believe that personal, medical, or other problems are reasons for your misconduct, you may provide documentation of the medical condition or raise these problems. You may also contact the Employee Assistance Program at [telephone number] for assistance. If you wish to provide medical documentation the Employee Relations Specialist in the Regional Personnel Office at [telephone number] will provide you with information concerning medical documentation requirements.

A copy of this reprimand and any written explanation you may furnish will be placed in your Official Personnel Folder (OPF) for a period of 2 years. This reprimand will be removed from your OPF if you separate from the Service prior to the end of the two year period. The reprimand may be removed (as appropriate) earlier than the expiration of the two year period if your conduct is considered to warrant such.

You may file a formal grievance concerning this action in accordance with the procedures cited in 227 FW3. The grievance should be filed with the Regional Personnel Officer, U.S. Fish & Wildlife Service, 911 NE 11th Ave., Portland, OR 97232-4181. To be considered, the grievance shall (1) be in writing, (2) set forth specifically the reasons for your grievance, (3) state the specific corrective action desired, and (4) be submitted within fifteen (15) calendar days of your receipt of this letter.

An allegation that the action taken against you was based in whole or in part on discrimination because of race, color, religion, sex, age, national origin, physical or mental handicap, sexual orientation, status as a parent or protected genetic information may be taken up with the Service under the provisions of Part 1614 of the Equal Employment Opportunity Commission Regulations provided such allegation is brought to the attention of an EEO Counselor within forty-five (45) calendar days of the effective date of this action. Information about the Equal Employment Opportunity (EEO) complaint procedure may be obtained from your EEO Counselor.

Please sign below to acknowledge receipt. Your signature does not represent agreement or disagreement with the contents, and by signing you will not forfeit any of your rights. However, your failure to sign will not void the contents of this letter.

[NOTE: On a copy of the letter, type the following for the employee to sign:]

I acknowledge receiving this document.

Signature

Date

November 2001